

## EMPLOYMENT OPPORTUNITY

### Program Evaluator Full-time

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#### The Opportunity

The White Rock–South Surrey Division of Family Practice (Division) is a local innovation in health care and part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery and design, and enhance professional satisfaction for physicians. The Division is a non-profit society led by a Board of Directors.

The Division is seeking a **Program Evaluator** (PE) who will be integral to the organization.

#### Responsibility

Reporting to the Executive Director, the PE is responsible and accountable for leading the development and implementation of evaluation frameworks and plans for all initiatives within the Division. The PE will:

- develop evaluation framework(s) for initiatives and programs through effective engagement of executive, program managers and physician leads,
- develop appropriate methods and tracking tools to measure program effectiveness and achievement of outcomes,
- conduct interviews and focus groups, design and implement surveys, analyze data, and report on findings,
- monitor frameworks and collection methods, and
- present data and recommendations, identify risks, prepare interim and final reports.

#### Qualifications

- University degree in a discipline related to program evaluation, social sciences, healthcare, business administration or organizational design/development
- Minimum 2 years of experience in evaluation, with proven ability to plan, lead, implement, manage, and evaluate plans

- Must possess strong written and oral communication skills, with experience in preparation of reports
- Advanced knowledge of survey data and assessment tools, and data management and analysis
- Collaborative team leadership style with exceptional interpersonal communication, relationship building and problem-solving skills
- Excellent organizational and detail skills and ability to prioritize and manage multiple tasks to meet quick deadlines with quality output
- Adept at presenting complex information and recommendations in simple, clear summaries, both verbally and in writing
- Knowledge of the BC healthcare system and experience working in a primary healthcare setting or experience working with physicians and/or allied health care providers is an asset
- Cultural awareness and competency
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) is required
- Available to attend late morning and evening meetings

The position is anticipated to be full time and is open to a contractual / flexible work arrangement with occasional early morning and evening meetings.

Applications should include a cover letter and remuneration expectations and be sent via email to: [wrssdfp@divisionsbc.ca](mailto:wrssdfp@divisionsbc.ca)

August 7, 2020